Annual Report
2012 - 2013

The Cooperative Promotion Board

Manitoba

Minister of Housing
and Community Development

Room 358
Legislative Building
Winnipeg, Manitoba, CANADA
R3C 0V8

The Honourable Philip S. Lee, C.M., O.M.
Lieutenant Governor of Manitoba
Room 235 Legislative Building
450 Broadway
Winnipeg MB R3C OV8

Your Honour:

I have the privilege to present, for the information of Your Honour, the Annual Report of The Cooperative Promotion Board for the year ending March 31, 2013.

Respectfully submitted,

Original signed by Kerri Irvin-Ross

Kerri Irvin-Ross
Minister

The Cooperative Promotion Board
400-352 Donald Street
Winnipeg MB R3B 2H8

Honourable Kerri Irvin-Ross
Minister
Housing and Community Development
Room 358 - Legislative Building
Winnipeg MB R3C 0V8

Dear Minister:

On behalf of the Board of Directors, I have the pleasure to present to you the Annual Report of The Cooperative Promotion Board for the year ending March 31, 2013.

Respectfully submitted,

Original signed by Cindy Coker

Cindy Coker
Chairperson

TABLE OF CONTENTS

TITLE	PAGE
Members of the Board	5
Legislation	5
Activities of the Board	6
Responsibility for Financial Reporting	7
Auditor's Report	8

MEMBERS OF THE COOPERATIVE PROMOTION BOARD

MARCH 31, 2013

Cindy Coker, Chairperson	- Winnipeg, Manitoba
Joy Goertzen, Secretary	- Winnipeg, Manitoba
Norine Dohan	- Ethelbert, Manitoba
Marc Rivard	- Winnipeg, Manitoba
Vera Goussaert	- Winnipeg, Manitoba
Raymond Ngarboui	- Winnipeg, Manitoba
Duane Nicol	- Selkirk, Manitoba

LEGISLATION

The Cooperative Promotion Board operates under the terms of *The Cooperative Promotion Trust Act*. The Board acts as trustee for those surplus funds of the original Canadian Wheat Board, which were apportioned to Manitoba by the Government of Canada.

Manitoba received and invested the sum of $128,800 in this distribution. The Board is empowered to utilize the income from investments.

In pursuance of its objectives, the Board may make grants from the fund:

- as prizes or scholarships for any competition or studies related to the philosophy, principles, business, or affairs of cooperative organizations;
- as gifts or donations in aid of research into cooperative organizations;
- to promote education with respect to cooperatives;
- to develop and promote cooperative organizations; and
- to agricultural organizations to promote the general welfare of rural residents of the Province.

The members of the Board are appointed by the Lieutenant-Governor-in-Council.

ACTIVITIES 2012-2013

During the fiscal year ended March 31, 2013, the Board undertook the following activities:

- Held three meetings.
- Considered seven applications for assistance; three were approved by way of grants to support a variety of activities, and four applications were declined.
- The Cooperative Promotion Board (CPB) 2012-2013 bursary was awarded to a University of Winnipeg qualified student enrolled in the management course of cooperatives.

The following grants were approved:

- CoopZone Developer's Network Co-operative to provide bursary to Manitoban students enrolled in the CoopZone Co-op Developer Training Program.
- Housing Development Group Co-op to hold the housing cooperative learning event.
- Canadian CED Network to contribute to organize the 2012 Manitoba CD/CED gathering.

The Auditor's Report, together with the Financial Statements for the fiscal year ended March 31, 2013 follow.

The Cooperative Promotion Board
400-352 Donald Street
Winnipeg MB R3B 2H8

August 23, 2013

The Cooperative Promotion Board

Responsibility for Financial Reporting

The accompanying financial statements and other financial information in the Annual Report for the year ended March 31, 2013, are the responsibility of management and have been approved by the Board.

The financial statements were prepared by management in accordance with Canadian public sector accounting standards. Any financial information contained elsewhere in the Annual Report conforms to these financial statements.

As management is responsible for the integrity of the financial statements, management has established systems of internal control to provide reasonable assurance that assets are properly accounted for and safeguarded from loss.

The responsibility of the Office of the Auditor General is to perform an independent examination of the financial statements of the Board in accordance with Canadian auditing standards. The Auditor's Report outlines the scope of the audit examination and provides the audit opinion.

Original signed by Cindy Coker

Cindy Coker
Chairperson of the Board

OFFICE OF THE
AUDITOR GENERAL
MANITOBA

INDEPENDENT AUDITOR'S REPORT

To the Legislative Assembly of Manitoba
To the Members of the Cooperative Promotion Board

We have audited the accompanying financial statements of the Cooperative Promotion Board, which comprise the statement of financial position as at March 31, 2013, March 31, 2012 and April 1, 2011 and the statements of operations, changes in fund balances and cash flows for the years ended March 31, 2013 and March 31, 2012, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Cooperative Promotion Board as at March 31, 2013, March 31, 2012 and April 1, 2011, and the results of its operations and its cash flows for the years ended March 31, 2013 and March 31, 2012 in accordance with Canadian public sector accounting standards.

Basis of Presentation

Without modifying our opinion, we draw attention to note 2(a) to the financial statements, which describes that the Cooperative Promotion Board adopted Canadian public sector accounting standards on April 1, 2012 with a transition date of April 1, 2011. These standards were applied retroactively by management to the comparative information in these financial statements.

Office of the Auditor General

Office of the Auditor General
August 23, 2013
Winnipeg, Manitoba

500 - 330 Portage Avenue Winnipeg, Manitoba R3C 0C4 office: (204) 945-3790 fax: (204) 945-2169
www.oag.mb.ca

The Cooperative Promotion Board

Statement of Financial Position

March 31, 2013, March 31, 2012 and April 1, 2011

	General Account 2013	Commercial Fishing Account 2013	Total 2013	General Account 2012	Commercial Fishing Account 2012	Total 2012	General Account April 1, 2011	Commercial Fishing Account April 1, 2011	Total April 1, 2011
Assets									
Current assets:									
Cash (note 4)	$ 88,908	$ 33,199	**$ 122,107**	$ 40,043	$ 74,158	**$ 114,201**	$ 84,762	$ 73,235	**$ 157,997**
Accounts receivable	1,259	199	**1,458**	2,397	-	**2,397**	2,699	-	**2,699**
Prepaid expenses	393	-	**393**	373	-	**373**	-	-	**-**
Current investments (note 5)	114,400	-	**114,400**	218,800	-	**218,800**	-	-	**-**
	204,960	33,398	**238,358**	261,613	74,158	**335,771**	87,461	73,235	**160,696**
Investments (note 5)	64,400	42,287	**106,687**	-	555	**555**	204,512	544	**205,056**
	$ 269,360	$ 75,685	**$ 345,045**	$ 261,613	$ 74,713	**$ 336,326**	$ 291,973	$ 73,779	**$ 365,752**
Liabilities, Deferred Revenue and Fund Balances									
Current liabilities:									
Accounts payable and accrued liabilities	$ -	$ -	**$ -**	$ -	$ -	**$ -**	$ 1,000	$ -	**$ 1,000**
Deferred revenue (note 6)	43,300	-	**43,300**	-	-	**-**	-	-	**-**
Fund balances:									
Contributed capital (note 9)	128,800	-	**128,800**	128,800	-	**128,800**	128,800	-	**128,800**
General account	97,260	-	**97,260**	132,813	-	**132,813**	162,173	-	**162,173**
Commercial Fishing account	-	75,685	**75,685**	-	74,713	**74,713**	-	73,779	**73,779**
	226,060	75,685	**301,745**	261,613	74,713	**336,326**	290,973	73,779	**364,752**
Commitment (note 12)									
	$ 269,360	$ 75,685	**$ 345,045**	$ 261,613	$ 74,713	**$ 336,326**	$ 291,973	$ 73,779	**$ 365,752**

See accompanying notes to financial statements

On behalf of the Board:

Director

Director

The Cooperative Promotion Board

Statement of Operations

Years ended March 31, 2013 and 2012

	General Account 2013	Commercial Fishing Account 2013	Total 2013	General Account 2012	Commercial Fishing Account 2012	Total 2012
Revenue:						
Interest	$ 4,427	$ 964	$ 5,391	$ 5,384	$ 923	$ 6,307
Dividend	-	8	8	-	11	11
Contributed services (note 8)	19,596	-	19,596	22,858	-	22,858
Total revenue	24,023	972	24,995	28,242	934	29,176
Expenses:						
Grants (schedule 1)	35,924	-	35,924	29,610	-	29,610
Administrative services (note 8)	13,780	-	13,780	16,281	-	16,281
Annual report	1,200	-	1,200	1,359	-	1,359
Board members' meals and travel	981	-	981	1,809	-	1,809
Board members' remuneration	1,382	-	1,382	2,157	-	2,157
Liability insurance	723	-	723	789	-	789
Membership fees	900	-	900	874	-	874
Miscellaneous	145	-	145	265	-	265
Professional services	3,710	-	3,710	3,410	-	3,410
Seminars and workshops	831	-	831	1,048	-	1,048
	59,576	-	59,576	57,602	-	57,602
Excess (deficiency) of revenue over expenses	$ (35,553)	$ 972	$ (34,581)	$ (29,360)	$ 934	$ (28,426)

See accompanying notes to financial statements

The Cooperative Promotion Board

Statement of Changes in Fund Balances

Years ended March 31, 2013 and 2012

	General Account 2013	Commercial Fishing Account 2013	Total 2013	General Account 2012	Commercial Fishing Account 2012	Total 2012
Fund balances, beginning of year						
Contributed capital	$ 128,800	$ -	$ 128,800	$ 128,800	$ -	$ 128,800
General account	132,813	-	132,813	162,173	-	162,173
Commercial Fishing account	-	74,713	74,713	-	73,779	73,779
	261,613	74,713	336,326	290,973	73,779	364,752
Excess (deficiency) of revenue over expenses	(35,553)	972	(34,581)	(29,360)	934	(28,426)
Fund balances, end of year	$ 226,060	$ 75,685	$ 301,745	$ 261,613	$ 74,713	$ 336,326

See accompanying notes to financial statements

The Cooperative Promotion Board

Statement of Cash Flows

Years ended March 31, 2013 and 2012

	General Account 2013	Commercial Fishing Account 2013	Total 2013	General Account 2012	Commercial Fishing Account 2012	Total 2012
Excess (deficiency) of revenue over expenses	$ (35,553)	$ 972	**$ (34,581)**	$ (29,360)	$ 934	**$ (28,426)**
Operating activities:						
Changes in the following:						
Accounts receivable	1,138	(199)	**939**	302	-	**302**
Prepaid expenses	(20)	-	**(20)**	(373)	-	**(373)**
Accounts payable	-	-	**-**	(1,000)	-	**(1,000)**
Net increase in deferred revenue	43,300	-	**43,300**	-	-	**-**
	8,865	773	**9,638**	(30,431)	934	**(29,497)**
Financing activities:						
Purchase of investments	(178,800)	(41,724)	**(220,524)**	(218,800)	-	**(218,800)**
Proceeds from matured investments	218,800	-	**218,800**	204,512	-	**204,512**
Dividends	-	(8)	**(8)**	-	(11)	**(11)**
	40,000	(41,732)	**(1,732)**	(14,288)	(11)	**(14,299)**
Net increase/(decrease) in cash	48,865	(40,959)	**7,906**	(44,719)	923	**(43,796)**
Cash, beginning of year	40,043	74,158	**114,201**	84,762	73,235	**157,997**
Cash, end of year	$ 88,908	$ 33,199	**$ 122,107**	$ 40,043	$ 74,158	**$ 114,201**
Supplementary cash flow information:						
Interest received	$ 4,427	$ 964	**$ 5,391**	$ 5,685	$ 923	**$ 6,608**

See accompanying notes to financial statements

The Cooperative Promotion Board

Notes to Financial Statements

Years ended March 31, 2013 and 2012

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1. General

The Cooperative Promotion Board (CPB) operates under the terms of The Cooperative Promotion Trust Act (The Act), which came into force on December 20, 1988. The CPB is a continuation of the Board established under The Wheat Board Money Trust Act. The Wheat Board Money Trust Act was repealed when The Cooperative Promotion Trust Act came into force. The Department of Housing and Community Development administers the activities of the CPB.

General Account

The General Account funds controlled by the CPB consist of surplus funds of the original Canadian Wheat Board, apportioned to Manitoba by the Government of Canada (recorded as Contributed Capital), assets vested in the CPB when The Cooperative Promotion Trust Act came into force, and assets acquired by the CPB.

The objectives of the CPB with regard to the General Account are to assist in the development of cooperatives organizations, to promote the general welfare of cooperative organizations and rural residents in Manitoba and to make recommendations to the Minister responsible with respect to cooperative organizations and related legislation.

Commercial Fishing Account

The Commercial Fishing Account consists of funds donated by Northern Cooperative Services Ltd. As a condition of the donation, these funds are to be used exclusively for the promotion and development of commercial fishing in Manitoba.

2. Significant accounting policies

a) Basis of presentation

On April 1, 2012, the CPB adopted the Canadian accounting standards for government not-for-profit organizations. These are the first financial statements prepared in accordance with these standards. The Public Sector Accounting Board requires a government not-for-profit organization to comply on a consistent basis with either Public Sector Accounting Standards (PSAS) or PSAS supplemented by not-for-profit standards contained within the PS4200 series of the Public Sector Accounting Handbook (ASGNFPO). The CPB has chosen to comply on a consistent basis with ASGNFPO.

In accordance with the transitional provisions of ASGNFPO, the CPB has adopted the changes retroactively, allowed under these standards. The transition date is April 1, 2011 and all comparative information provided has been presented by applying ASGNFPO.

A summary of transitional adjustments recorded to net assets and excess (deficiency) of revenue over expenses is provided in note 3.

b) Fund accounting

The CPB follows the deferral method of accounting for contributions and maintains a General Account and a Commercial Fishing Account.

c) Revenue recognition

Restricted contributions are recognized as revenue of the appropriate account in the year in which the related expenses are incurred.

Unrestricted contributions are recognized as revenue of the appropriate account when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Interest revenue earned from cash balances on hand and the Guaranteed Investment Certificates (GICs) are recorded on an accrual basis.

2. Significant accounting policies continued

d) Contributed services

Housing and Community Development provides administrative services to the CPB at no cost. The value of these contributed administrative services is recorded as revenue and expenses.

e) Financial instruments

Financial instruments are classified into one of the two measurement categories: (a) fair value; or (b) cost or amortized cost.

The CPB records its financial assets at cost, which includes cash, accounts receivable and investments. The CPB also records its financial liabilities at cost, which includes accounts payable and accrued liabilities.

Gains and losses on financial instruments measured at fair value are recorded in the fund balances as remeasurement gains and losses until realized. Upon disposition of the financial instruments, the cumulative remeasurement gains and losses are reclassified to the statement of operations. Gains and losses on financial instruments measured at cost or amortized cost are recognized in the statement of operations in the period the gains or loss occurs.

The CPB did not incur any remeasurement gains or losses during the year (2012 - $0).

f) Use of estimates

The preparation of financial statements requires management to make estimates and assumption that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates.

3. First time adoption of Public Sector Accounting Standards

In previous fiscal years, the CPB's financial statements were presented in accordance with Canadian generally accepted accounting principles for not-for-profit entities. The Accounting Standards Board has approved the accounting framework choices for government not-for-profit organizations. Effective, April 1, 2012 the CPB adopted ASGNFPO.

These new standards were required to be applied retroactively. There were no impact of these changes on prior year information.

4. Cash

General account

The cash balance for the General Account includes $37,550 (2012 - $38,989) held in a high yielding savings account at Assiniboine Credit Union at a fixed rate of 0.80% effective March 31, 2013. Interest is paid monthly.

Commercial Fishing account

The cash balance for the Commercial Fishing Account is held in a high yield savings account at Assiniboine Credit Union at a fixed rate of 0.80% effective March 31, 2013. Interest is paid monthly.

The Cooperative Promotion Board

Notes to Financial Statements

Years ended March 31, 2013 and 2012

5. Investments

The guaranteed investment certificates (GICs) are all held at Assiniboine Credit Union (ACU) and are compounded daily with interest paid annually.

Current investments

	2013	2012
General Account		
2.15% GIC - term November 2, 2011 to November 1, 2012	$ -	$ 128,800
2.15% GIC - term November 2, 2011 to November 1, 2012	-	90,000
1.95% GIC - term January 11, 2013 to January 10, 2014	64,400	-
1.95% GIC - term January 11, 2013 to January 10, 2014	50,000	-
	$ 114,400	$ 218,800

Long-term investments

	2013	2012
General Account		
2.15% GIC - term January 11, 2013 to January 10, 2015	$ 64,400	$ -
Commercial Fishing Account		
ACU - surplus shares	563	555
2.15% GIC - term January 11, 2013 to January 10, 2015	41,724	-
	42,287	555
	$ 106,687	$ 555

6. Deferred revenue

On March 26, 2013, the CPB received $43,300 from the Department of Housing and Community Development as grant assistance for a promotional campaign to support and enhance the profile of housing cooperatives. As of March 31, 2013, the CPB has not incurred any costs associated with this initiative, and plan on completing the campaign in 2013/14.

7. Commercial Fishing Account

During 1993 and 1994, Northern Cooperative Services Ltd. donated $41,724 to the CPB subject to the condition that these funds are to be used exclusively for the promotion and development of commercial fishing in Manitoba. These funds have earned interest and the balance as of March 31, 2013 was $75,685 (2012 - $74,713).

8. Contributed services

The Province of Manitoba provides the services of support staff, other administrative support services, office space and utilities. The cost of support staff for 2013 is estimated at $13,780 (2012 - $16,281) with another $5,816 (2012 - $6,577) for provincially paid identified expenses. The costs of other administrative support services, office space and utilities are deemed too difficult to estimate and as such no amount has been determined.

9. Contributed capital

Section 4(6) of The Act requires that the CPB maintain a minimum realizable value of $129,000 for securities held, essentially the amount of the Contributed Capital. The CPB complied with the externally restricted capital requirements during the year.

10. Compensation disclosure

The Public Sector Compensation Disclosure Act requires disclosure of the aggregate compensation paid to the Cooperative Promotion Board members and of individual compensation paid to board members or staff where such compensation is $50,000 or more per year. For the period of April 1, 2012 to March 31, 2013, the Cooperative Promotion Board paid board members an aggregate of $1,382 and held three board meetings. No individuals received compensation of $50,000 or more.

11. Financial instruments and financial risk management

The CPB has exposure to the following risks from its use of financial instruments: credit risk; interest rate risk; liquidity risk; and foreign currency risk.

a) Credit risk

Credit risk is the risk that one party to a financial instrument fails to discharge an obligation and causes financial loss to another party. The financial instruments that potentially subject the CPB to credit risk consist principally of cash, accounts receivable and investments.

The CPB's maximum possible exposure to credit is as follows:

	2013	2012
Cash (note 4)	$ 122,107	$ 114,201
Accounts receivable	1,458	2,397
Investments (note 5)	221,087	219,355
	$ 344,652	$ 335,953

As at March 31, 2013, $1,458 (2012 - $2,397) of accounts receivable were not past due or impaired.

Cash

The CPB is not exposed to significant credit risk as cash is held with a reputable financial institution.

Account receivable

The CPB is not exposed to significant credit risk as these amounts are accrued interest on the GICs held with a reputable financial institution and typically collected when due. No allowance for doubtful accounts is required.

Investments

The CPB is not exposed to significant credit risk as its investments are held by a reputable financial institution.

11. Financial instruments and financial risk management continued

b) Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate due to changes in market interest rates. The interest rate exposure relates to cash and investments.

Cash

The interest rate risk on cash is considered to be low due to their short-term nature.

Investments

The CPB's investments held with a reputable financial institution are normally held to maturity so changes in interest rates do not affect the value of the investments.

c) Liquidity risk

Liquidity risk relates to the CPB's ability to access sufficient funds to meet its financial commitments.

The CPB manages liquidity risk by maintaining adequate cash balances and by reviewing cash flows to ensure adequate funding will be received to meet the obligations when they become due. Accounts payable and accrued liabilities are typically paid when due.

d) Foreign currency risk

Currency risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in foreign currency rates.

The CPB is not exposed to significant foreign currency risk as it does not have any financial instruments denominated in foreign currency.

12. Commitments

As of March 31, 2013, the CPB has approved grants in the amount of $9,040, for which the grant applicants had not yet met the payment conditions. If the payment conditions relating to these grants are met in the future, the commitments will be funded by the General Account.

13. Related party transactions

The CPB is related in terms of common ownership to all Province of Manitoba created Departments, Agencies, Boards and Crown Corporations. The CPB enters into transactions with these entities in the normal course of operations and they are measured at the exchange rate amount agreed to by the related parties.

The Cooperative Promotion Board

Schedule of Grants

Years ended March 31, 2013 and 2012

Schedule 1

	2013	2012
General Account		
A Pyramid of Angels Health Care Worker Co-op	$ -	$ 2,925
Bed and Breakfast Marketing Co-op	-	500
Canadian CED Network	3,000	10,000
Canadian Worker Cooperative Federation	-	3,500
Centre for the Study of Cooperatives	5,000	-
Co-op Housing Development Group Inc.	2,000	-
Co-op Management Student, University of Winnipeg	1,000	-
Co-op Ventures Worker Co-op	-	700
Cooperative d'energie De Salaberry	3,000	-
Cooperative d'energie St. Claude	3,000	-
Cooperative Housing Federation of Canada	5,800	-
Manitoba Cooperative Association Inc.	1,000	1,500
Manitoba Organic Marketplace Trade Association Co-op	-	800
Organic Planet Worker Co-op	499	-
Par IT	1,920	2,600
Parkland Agricultural Resource Co-op	-	3,600
Peg City Car Co-op	3,500	-
Roseisle Community Grocery Co-op	594	-
Seniors for Seniors Co-op	2,086	-
South Osborne Community Cooperative	1,500	1,246
University of Winnipeg - Summer Institute	-	1,239
Urban Eat-in Gardeners Workers Co-op	2,025	-
Western Feed Grain Development Co-op Ltd.	-	1,000
Total of Grants	$ 35,924	$ 29,610